



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Information Bulletin No. **CA-2011-009**

To: District Managers, All Field Managers
(*Attention – Law Enforcement Supervisory Rangers*)

From: Acting State Director

Subject: Light Duty – Law Enforcement Rangers

This Information Bulletin is to remind Law Enforcement Supervisors of the procedures for notifying and placing an employee on light duty.

When an employee has identified to you a medical condition or medical restriction that could affect their ability to safely and efficiently perform their law enforcement duties it is the responsibility of the supervisor to immediately notify the Special Agent-in-Charge and the Employee Relations Specialist (ERS) in the Human Resources Office, obtain medical restrictions, and if deemed appropriate, place that employee on light duty.

If the employee has not provided medical documentation, or the documentation provided is insufficient to substantiate their medical condition or medical restrictions, the supervisor in coordination with the ERS, will issue a memorandum to the employee that requests supporting medical documentation.

This request for medical documentation will include, but is not limited to:

- Identify the specific medical condition
- A brief history of the specific medical condition, the date of its onset, and how it prevents the employee from performing their regular assigned duties
- Diagnosis/prognosis for employee's condition
- Indicate whether the medical condition identified is temporary or permanent
- Any job duties, physical factors, or environmental factors from which employee is medically restricted
- The anticipated duration of those medical restrictions

- Explanation of the medical basis for any conclusion that the employee might harm himself/herself or others by carrying out the duties of their jobs

Any medical information provided by the employee will be treated in a confidential manner. It will only be reviewed by individuals who assist in making decisions about the medical condition(s), and suitability or fitness to perform rigorous law enforcement duties.

Once sufficient medical documentation is received, if it is determined that the employee must be restricted from certain duties, a light duty memorandum will be drafted in coordination with the ERS and subsequently issued to the employee.

This process of notification will be conducted in a timely manner and without undue delay. If you have any questions regarding the above procedures, please reference Law Enforcement General Orders 9 or contact Lori Rosenstein in the Human Resources Office, at (916) 978-4495, and/or State Chief Ranger Richard L. Smith at (916) 978-4450.

Signed by:
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Acting State Director

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Records Management